

No Child Left Behind Act of 2001
(NCLB)
P. L. 107-110

Title II, Part D
Educational Technology

Individual Application

Guidelines ∪ Instructions ∪ Assurances

Application Submission Date:
July 1, 2006

Grant Award Period:
July 1, 2006 – September 30, 2007

Virginia Department of Education
Division of Technology
Office of Educational Technology
P. O. Box 2120
Richmond, VA 23218-2120

Application Guidelines

Purpose of Program and General Use of Funds

The purpose of Title II, Part D, Educational Technology is to support the five *No Child Left Behind* (NCLB) goals, which are:

- All students will reach high standards, at a minimum, attaining proficiency or better in reading/language arts and mathematics by 2013-2014.
- All limited English proficient students will become proficient in English and reach high academic standards, at a minimum, attaining proficiency or better in reading/language arts and mathematics.
- By 2005-2006, all students will be taught by highly qualified teachers.
- All students will be educated in learning environments that are safe, drug free, and conducive to learning.
- All students will graduate from high school.

The goals of the Educational Technology Program are:

- To improve student academic achievement through the use of technology in elementary schools and secondary schools.
- To assist every student in crossing the digital divide by ensuring that every student is technologically literate by the time the student finishes the eighth grade, regardless of the student's race, ethnicity, gender, family income, geographic location, or disability.
- To encourage the effective integration technology resources and systems with teacher training and curriculum development to establish research-based instructional methods that can be widely implemented as best practices by State educational agencies and local educational agencies.

Application Submission and Approval Deadline

- The application submission date is July 1, 2006.
- A school division that submits an approvable application by July 1, 2006, will have the appropriate 2006-2007 funds available on a reimbursement basis as of July 1, 2006. A school division that submits an approvable application after July 1, 2006, will have the appropriate 2006-2007 funds available on a reimbursement basis as of the date the application is received at the department.

Submissions to the Department of Education

- Applications will be submitted using the Web-based Online Management of Education Grant Awards (OMEGA) system. See instructions for the electronic application completion and submission process on page 3.
- The signed application cover page **should not be submitted** to the Virginia Department of Education. The application cover page signed by the division superintendent and the local school board chairperson should be retained and filed at the division level. **THE SIGNED APPLICATION COVER PAGE THAT WILL BE RETAINED AT THE LOCAL LEVEL AND THE ONLINE CERTIFICATION BY THE SUPERINTENDENT WILL INDICATE COMPLIANCE WITH APPLICATION ASSURANCES.** See additional information on assurances in the "General Assurances and Program Specific Assurances" section on page 3.

Revisions and Amendments to Applications

- Revisions are edits that are necessary to the program, application, or budget ***before*** approval can be granted. Revisions to the application can be made after the original submission and prior to the receipt of the official grant award notification.
- Amendments are changes that are made to the program, application or budget ***after*** the receipt of the official grant award notification. Amendments can be made during the entire grant award period. An electronic amendment form must accompany all amendments.

- All changes, whether revisions or amendments, should be made to the original or most current version of the application Microsoft Excel file. The file should then be re-submitted using OMEGA in a similar manner as was used for the original submission of the application file. Additional information on amendment submission is available in the online technical assistance document located at: <http://www.doe.virginia.gov/VDOE/Instruction/OCP/nclb-applications.html>.

Release of Federal Funds and Grant Award Period

- At the conclusion of the approval process, Title II, Part D, funds are released to school divisions on a reimbursement basis. The full grant award period is July 1, 2006, through September 30, 2007. All funds must be encumbered by September 30, 2007, and final reimbursements submitted by December 30, 2007. Requests for extensions will be evaluated on a case by case basis and must be submitted before September 30, 2007.
- Should the 2006-2007 allocation amounts be unavailable to school divisions by the application submission date, the 2005-2006 Title II, Part D, allocation may be used as the tentative budget amount. Applicants should submit the electronic budget amendment when the school division's final 2006-2007 individual program allocation has been received.

Appendix A: General Assurances and Program Specific Assurances

- Assurances represent policies, procedures, and activities that must be developed by the school division to carry out the provisions of the law. The "General Assurances and Program Specific Assurances" are located at the end of this document and must be retained at the division level.
- **THE SUPERINTENDENT/DESIGNEE'S AND BOARD CHAIRPERSON'S SIGNATURES ON THE APPLICATION COVER PAGE CERTIFY THAT THE LOCAL EDUCATIONAL AGENCY WILL IMPLEMENT THE GENERAL AND PROGRAM SPECIFIC ASSURANCES. THE SIGNED ORIGINAL OF THE APPLICATION COVER PAGE MUST BE RETAINED AT THE DIVISION LEVEL.**

Instructions for Electronic Completion and Submission of Application

- The application has been created as a Microsoft Excel form. Users will be allowed to enter information only in areas of the application in which they see a white box. The "Tab" key should be used to move from box to box. **Do not** use the "Enter" key to advance to the next box.
- The completed application must be saved as a Excel document with the following name: "XXXEDTECH06-07.xls" (the "XXX" should be replaced by the three-digit LEA/Payee Code for your particular division). For example, Accomack County's Title II, Part D, application should be saved as "001EDTECH06-07.xls" in the electronic files on your computer.
- The completed application should be uploaded to the OMEGA system by selecting the appropriate options to indicate the type of application (individual or consolidated) and then the appropriate federal program(s) in the application(s).
- OMEGA can be accessed through the Virginia Department of Education (VDOE) Single Sign-on for Web System (SSWS) located at: <https://eb01.vak12ed.edu/ssws>.
- A log-in ID and password are necessary to access the system.
- Additional information and guidance regarding the submission of the application using OMEGA can be found in the technical assistance document at: <http://www.doe.virginia.gov/VDOE/Instruction/OCP/nclb-applications.html>. If additional technical support is needed, please e-mail OMEGA.Support@doe.virginia.gov or call (804) 371-0993.

Professional Development Waiver

A school division seeking a waiver of the 25 percent expenditure requirement for professional development must include evidence that the technology professional development program:

1. establishes clear performance goals relevant to the Technology Standards for Instructional Personnel
2. promotes continuous growth
3. is locally supported with substantial resources
4. reflects collaborative planning
5. reflects best available research and practice
6. is provided to all teachers in the core academic subjects, library media specialists, and principals
7. focuses on integration and the use of advanced and emerging technologies in instruction

Instructions for Completing the Application

A. COVER PAGE (PAGES 1-2)

1. The applicant will complete the school division information section. Click the drop down box that appears at the end of the Applicant (Legal Name of Agency) and locate your school division name. Click on your school division name. This feature will automatically insert your school division name and number throughout the application.
2. The designated division representative will complete the Local Educational Agency Certification by securing all appropriate signatures and by indicating the date of the school board meeting. The local school board must review and approve the application prior to submission to the Department of Education.
3. Once you have clicked on your school division name, on page 2 the 2005-2006 funding allocations will appear in the box in the column labeled 2005-2006 Allocation. A “yes” or “no” will also appear in the column marked 2005-2006 Consolidated application.
4. In the column to the right labeled, 2006-2007 Allocation Total, enter your school division’s allocation for Title II, Part D, to be included in the 2006-2007 Individual Application. If you do not have your 2006-2007 allocation, use the 2005-2006 amount.

B. MEASURABLE OBJECTIVES (PAGES 3-6)

Beginning on page 3, provide the following information in each of the three tables. Each table is identified with one of the three goals of the Educational Technology program. A sample is provided on page 3 of the application.

- For each of the goals of the Educational Technology program, indicate your project objectives.
- For each objective, specify activities/strategies that will be employed to meet the objectives.
- For each strategy indicate the methods that will be used to show evidence of follow-up in the classroom.
- Show the expenditure for each strategy/activity.

See the definition and examples of measurable objectives on the next page.

What is a Measurable Objective?

A measurable objective has four components:

1. Subject (Who is the target or focus?);
2. Behavior (What will be changed/improved?);
3. Specific criteria for assessing improvement, readiness, or achievement; and
4. Time period for performance or assessment.

Examples:

1. In the spring of 2007, middle school mathematics teachers will demonstrate increased use and integration of technology into teaching and learning.

C. BUDGET (PAGES 8-11)

1. The budget should demonstrate a logical connection to the goals and be specific enough to indicate relationship to the proposed activities, priorities, and focus for funding. This section should also include a description explaining in-kind support or funding provided by partners in the project and the cost of the evaluation.
2. The “Expenditure Accounts Description” provides definitions for the object codes. Please review carefully.
3. Complete the following budget forms:
 - Budget Summary
 - Justification for Purchased/Contracted Services – Object Code 3000
 - Justification for Professional Development – Object Code 3000
 - Justification for Internal Services – Object Code 4000
 - Justification for Travel Cost – Object Code 5000
 - Justification for Materials and Supplies – Object Code 6000
 - Justification for Capital Outlay – Object Code 8000

D. ACCOUNTABILITY MEASURES–

Describe the process that will be used and the evidence that will be collected to demonstrate that the strategies and activities funded by the Title II, Part D, Formula Subgrant have resulted in effective technology integration in teaching and learning at the classroom level.

ASSURANCES

Title II, Part D, Enhancing Education Through Technology Program Assurances

By receiving funds under this grant award, I hereby agree, as grantee, to comply with the following terms and conditions:

- (1) This school division agrees to fully comply with all guidelines, procedures, and requirements for the Title II, Part D, Phase II subgrant renewal (due September 30, 2006). Programs and projects funded in total or in part through this grant will operate in compliance with state and federal laws and regulations. This assurance constitutes a condition for continued reimbursement of applicable federal funds. Failure to fully comply with this assurance can be considered a violation and may result in delay or withholding of federal reimbursements.
- (2) Use not less than 25 percent of Ed Tech Funds to provide high-quality professional development as outlined in Section 2416 (Appendix A).
- (3) Retain title and control of property and equipment purchased under this title.
- (4) Develop a plan that is consistent with the requirements of Section 2416, Part b (Appendix A).
- (5) Have an approved educational technology plan that is consistent with the current state educational technology plan (<http://www.doe.virginia.gov/VDOE/Technology/6yrtech.html>).
- (6) Use the funds to supplement and not supplant funds from non-federal sources.
- (7) Keep records and provide information to the Virginia Department of Education (VDOE) as may be

required for program evaluation and progress reports.

- (8) Establish and maintain fiscal control and fund accounting procedures as set forth in 34 Code of Federal Regulations (CFR) Parts 76 and 80 and in applicable state law and regulations.
- (9) Obtain prior approval from the VDOE program officer before implementing any programmatic changes with respect to the purpose for which the grant was awarded.
- (10) Comply with the requirements in Section 9501 (b)(1) for the equitable participation of non public school students and personnel in programs funded by this grant.
- (11) Adhere to all copyright laws and restrictions.
- (12) Obtain any licenses or clearances that may be necessary for installing equipment or utilizing software.